

# Instructions for Delay in Matters Submitted System

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# Instructions for Delay in Matters Submitted System

## General Instructions and Reporting Requirements

- Each judge shall use the Delay in Matters Submitted (DMS) system on the Michigan Court Application Portal (MCAP) to report all matters submitted to him or her for which a decision on that matter has been delayed or remains undecided. Both pending and disposed cases shall be reported. Every judge shall complete and submit this report whether or not there are any matters to report. The report shall also include matters from another court to which the judge has been assigned and all matters under consideration by referees.
- **DUE DATES:** Reporting shall be done on a quarterly basis; however, DMS is available throughout the quarter for tracking matters submitted to and decided by the judge. Quarterly reports containing matters exceeding 56 days shall be submitted and verified through DMS to SCAO no later than 7 days after the first business day of January, April, July, and October. The judge shall provide a copy of the report to the chief judge.
- **DEFINITION OF A MATTER:** A "matter" is any issue submitted to a judge requiring a decision such as a pretrial motion, postjudgment motion, plea under advisement pursuant to MCR 6.302(F) or MCR 3.941(D), post-judgment request for transcripts/records made pursuant to MCR 6.433, and requests for appointment of counsel made pursuant to MCR 6.425, etc.
- **COURT RULE:** According to MCR 8.107(A), every matter submitted to a judge or judicial officer should be promptly determined. Decisions, when possible, should be made from the bench or within a few days of submission; otherwise a decision should be rendered no later than 35 days after submission. For the purpose of MCR 8.107, the time of submission is the time the last argument or presentation in the matter was made, or the expiration of the time allowed for filing the last brief or production of transcripts.
- **TRACKING:** It is recommended that each matter be entered into DMS upon submission to the judge and the decision date for that matter be recorded at the time the decision is rendered. Judges or their staff may use DMS to track all matters submitted, not just those exceeding 56 days. Upon receipt of any matter, an authorized user can enter the case information and date received into DMS. Once a decision on the matter is made, the user can return to DMS to enter the decision date. At the end of the quarter, the authorized user should review the information and shall submit verification to SCAO. DMS will automatically report to SCAO both decided and undecided matters exceeding 56 days. The system will not report to SCAO matters decided within 56 days. Until a decision date is entered, the matter will continue to age; once it exceeds 56 days it will be included in the next quarterly report to SCAO.

# Instructions for Delay in Matters Submitted System

## Detailed Instructions: Logging on to MCAP

### How to obtain access to DMS

To submit and verify a Delay in Matters Submitted to Judge (DMS) report, you must be authorized to access DMS through the Michigan Court Application Portal (MCAP) and have your valid user name and password. If you do not have access to MCAP, or have forgotten your user name and password, please contact Lili Marchlewicz at 517-373-5538, or e-mail at [Marchlewiczl@courts.mi.gov](mailto:Marchlewiczl@courts.mi.gov).

### How to log on to DMS

Step 1: Go to <http://courts.mi.gov/mcap> on your internet browser.

Step 2: After logging in, select DMS from the **Applications** list.

Step 3: Click **Go**.

Michigan Court Application Portal

Michigan Supreme Court Applications

Welcome, Lili Marchlewicz

Applications Utilities

Applications

CRS [Go]

CRS

Counsel Appt System

**DMS**

Drug and Drunk Driving System

Jury Fees

User Maintenance

Change Password

Change your password for MCAP.

Desk

Download user guides.

View frequently asked questions.

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).

This site has been optimized for Microsoft Internet Explorer 5.x and above.

### Toolbar Menu

The following pages provide step-by-step instructions for each selection on the toolbar menu.

Michigan Court Application Portal

Delay in Matters System

Welcome, Lili Marchlewicz

Applications Enter Data View Data Exception Reports Verification

Screen Title

appears here

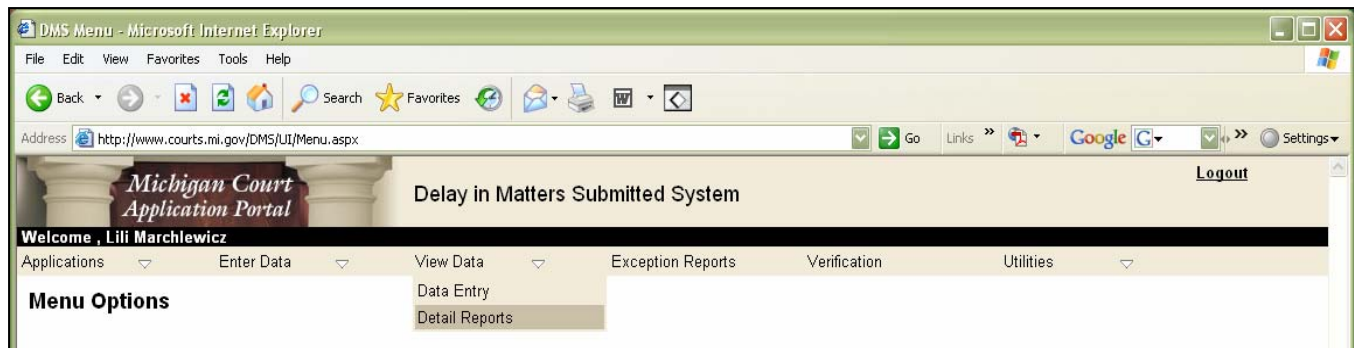
# Instructions for Delay in Matters Submitted System

## Detailed Instructions: Generating Output Reports

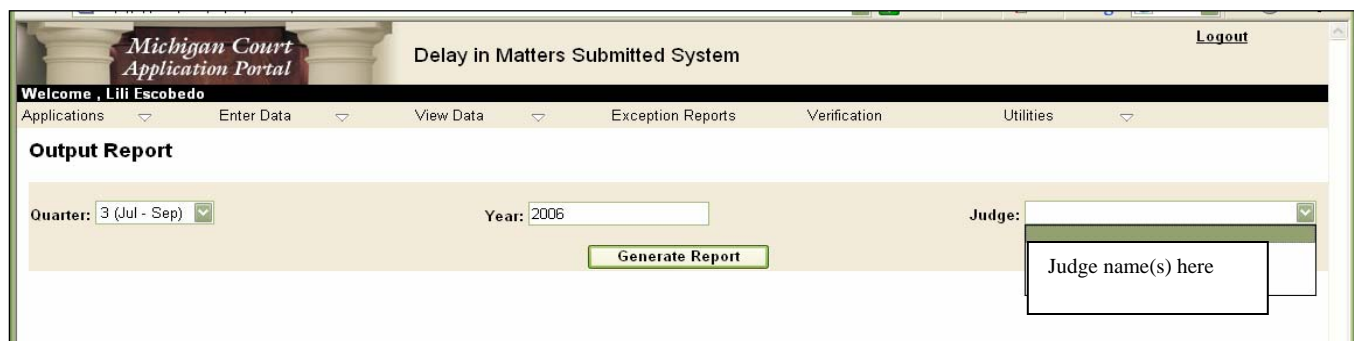
### *How to generate a detailed report*

Before you enter data, modify data, or verify a report, you should generate a detailed output report. This report will show you all delayed matters that already exist in the system for that particular quarter. For example, pending matters from the previous quarterly report continue to age until a decision date is entered. If a pending matter has aged at least 56 days, it will automatically appear on the quarterly report until a decision date is entered.

- Step 1: Click **View Data** on the toolbar menu.  
Step 2: Select **Detail Report** from the submenu.



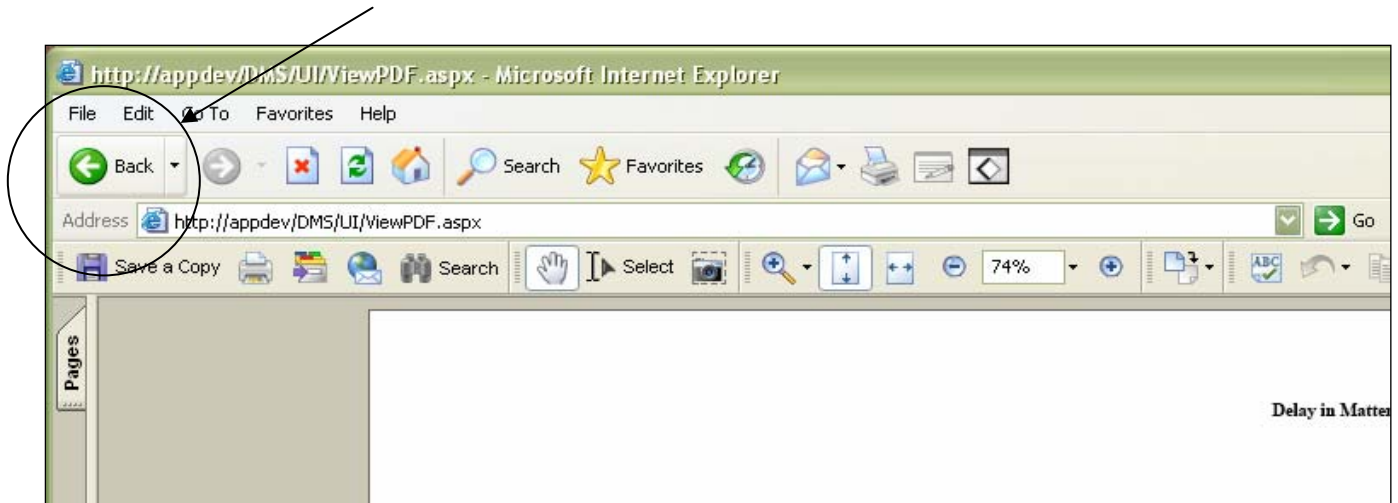
- Step 3: Select **Quarter** from the drop-down list.  
Step 4: Enter the **Year**.  
Step 5: Select the **Judge**.  
Step 6: Click **Generate Report**.



## Instructions for Delay in Matters Submitted System

Step 7: The report will appear in a new view. Click on the printer icon to obtain a paper version.

Step 8: Click the **Back** button on your internet browser once to return to the Output Report screen.



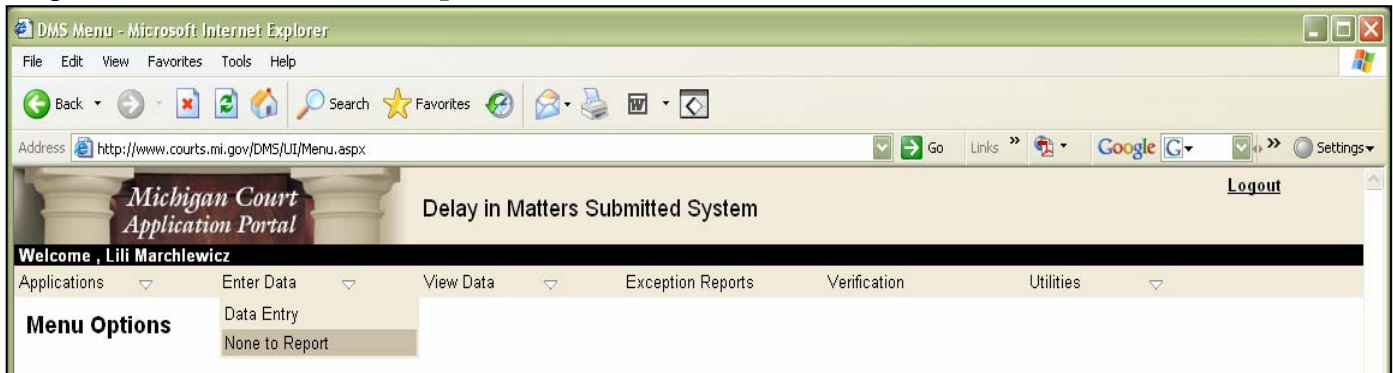
# Instructions for Delay in Matters Submitted System

## Detailed Instructions: No Matters to Report

*How to verify when there are no matters to report for the quarter*

If there are no delayed matters to report, you can skip the data entry screens and proceed directly to verification. Before deciding that you have none to report, be sure to enter any decision dates for undecided matters that you are tracking in DMS.

- Step 1: Click **Enter Data** on the toolbar menu.  
Step 2: Select **None to Report** from the submenu.



- Step 3: Select **Quarter** from the drop-down list.  
Step 4: Enter the **Year**.  
Step 5: Select the **Judge**.  
Step 6: Click **Select to Verify**.  
Step 4: To indicate there are no delayed matters to report, check the **small white box**.  
Step 5: Click on the **chief judge's name**, even if only one name appears.  
Step 6: Click **Submit Verification** to complete verification.

(If more than one person is submitting data for the same judge, please coordinate with the other DMS user before verifying. Once a judge's report is verified by one DMS user, the system is locked and will not allow additional matters to be submitted for that quarter.)

A screenshot of the 'Select Chief Judge(s) and Verify' screen in the Michigan Court Application Portal. The page shows the user's name 'Lili Escobedo' and a 'Logout' link. The navigation bar is the same as in the previous screenshot. The main content area has the title 'Select Chief Judge(s) and Verify'. It includes fields for 'Preparer's Name: Lili Escobedo', 'Telephone: (517) 373-9353', 'Quarter: 1 (Jan - Mar)', 'Year: 2006', and 'Judge: Judge name(s) here'. A 'Select to Verify' button is below these fields. Below the button, there is a checkbox that is checked, with a text box next to it stating: 'If this box does not appear, generate a detail report to review pending cases.' Below the checkbox, there is a line of text: 'There are no matters undecided at the end of this reporting period that have aged more than 56 days since submission and there was no matter decided in this reporting period for which the decision was made more than 56 days after submission.' At the bottom, there is a section for 'Chief Judge(s)' with a text box 'Chief Judge(s) name(s) here.' and a 'Submit Verification' button. A note next to the button says: 'I certify that the judge(s) selected received a copy of this report.' and 'Must click even if only one name appears to activate button to the right.'

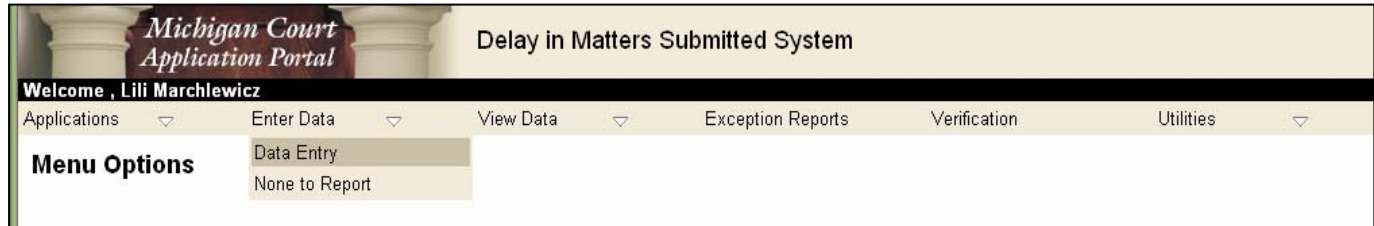
# Instructions for Delay in Matters Submitted System

## Detailed Instructions: Reporting and Verifying Matters

*How to enter and save delayed matters*

Step 1: Click **Enter Data** from the toolbar menu.

Step 2: Select **Data Entry** from the submenu.



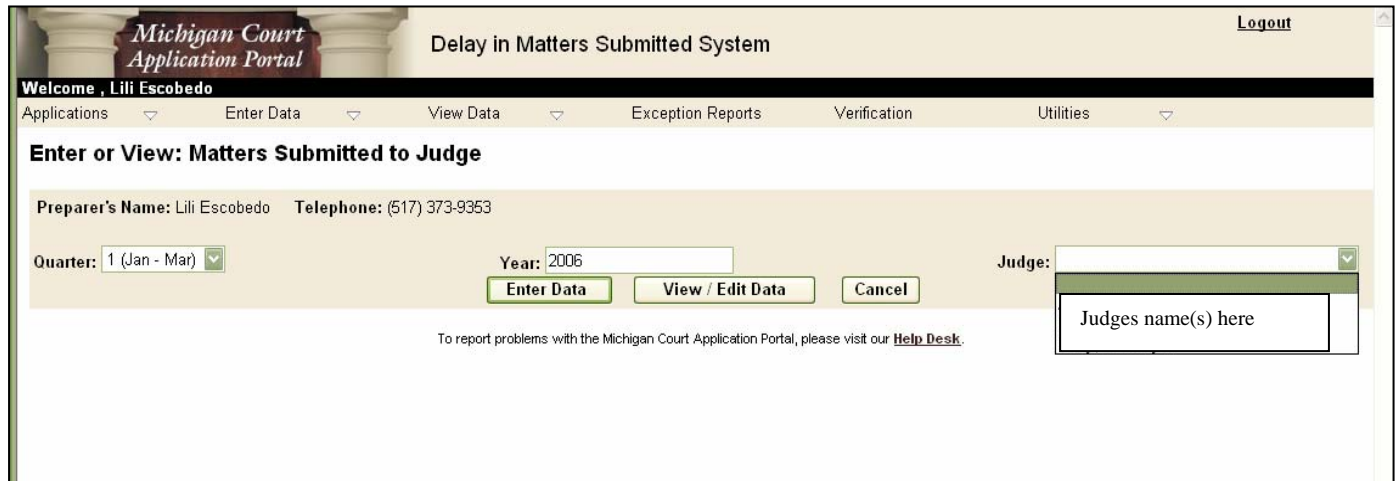
The screenshot shows the top of the Michigan Court Application Portal. The header includes the portal logo and the title "Delay in Matters Submitted System". Below the header is a navigation bar with the following items: Applications, Enter Data, View Data, Exception Reports, Verification, and Utilities. The "Enter Data" menu is open, showing two options: "Data Entry" and "None to Report".

Step 3: Select **Quarter** from the drop-down list.

Step 4: Enter the **Year**.

Step 5: Select the **Judge**.

Step 6: Click **Enter Data**.



The screenshot shows the "Enter or View: Matters Submitted to Judge" form. The header includes the portal logo and the title "Delay in Matters Submitted System". Below the header is a navigation bar with the following items: Applications, Enter Data, View Data, Exception Reports, Verification, and Utilities. The form includes the following fields and buttons:

- Preparer's Name: Lili Escobedo Telephone: (517) 373-9353
- Quarter: 1 (Jan - Mar) (dropdown menu)
- Year: 2006 (text input)
- Judge: (dropdown menu)
- Buttons: Enter Data, View / Edit Data, Cancel

Below the form, there is a link to the Help Desk: "To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#)."



# Instructions for Delay in Matters Submitted System

- Step 7: Enter the **Case Number** for the first matter. (14 characters maximum)
- Step 8: Select or type the **Case Type** from the drop-down list.
- Step 9: Enter the **Case Name**. (30 characters maximum)
- Step 10: Enter the **Date Matter Submitted**. (mm/dd/yy)
- Step 11: If applicable, enter the **Date Matter Decided**. (mm/dd/yy)
- Step 12: Enter the **Type of Matter**. (30 characters maximum)
- Step 13: Enter the **Reason(s) for Delay**. (53 characters maximum)

The screenshot shows the 'Delay in Matters Submitted System' web application running in Microsoft Internet Explorer. The interface includes a navigation menu on the left with links like 'Welcome, Lili Escobedo', 'Applications', and 'Enter Data: Matters Submitted to Judge'. The main content area has tabs for 'Enter Data', 'View Data', 'Exception Reports', 'Verification', and 'Utilities'. Below these tabs, there are fields for 'Preparer's Name', 'Telephone', 'Year', and 'Judge'. A table with five columns is present: 'Case Number', 'Case Name', 'Date Matter Submitted', 'Date Matter Decided', and 'Type of Matter'. The 'Reason(s) for Delay' column is a large text area. A 'Save' button is at the bottom. Annotations with callouts provide specific instructions: 'Select Case Type from this list.' points to a dropdown menu; '14 characters maximum' points to the Case Number field; 'Enter date as indicated: 00/00/00' points to the Date Matter Submitted field; '53 characters maximum' points to the Reason(s) for Delay field; '30 characters maximum' points to the Case Name field; and '30 characters maximum' points to the Type of Matter field.

**Delay in Matters Submitted System**

Welcome, Lili Escobedo

Applications

**Enter Data: Matters Submitted to Judge**

Preparer's Name: Lili Escobedo Telephone: (517) 373-9353

Year: 2007 Judge: Judge name here

[View or Edit Matters](#) [Verify Matters](#)

Case Number	Case Name	Date Matter Submitted mm/dd/yy	Date Matter Decided mm/dd/yy	Type of Matter	Reason(s) for Delay

Save



## Instructions for Delay in Matters Submitted System

Step 14: Click **Save** at the bottom of the screen after entering all information for all matters. Each time the **Save** button is clicked, a blank screen will come up for additional matters to be entered and the total number of matters saved will be displayed.

**Michigan Court Application Portal** Delay in Matters System [Logout](#)

Welcome, Lili Escobedo

Applications ▾ Enter Data ▾ View Data ▾ Exception Reports Verification Utilities ▾

**Enter Data: Matters Submitted to Judge**

Preparer's Name: Lili Escobedo Telephone: (517) 373-9353 Year: 2007 Judge: Honor Judge name here

Quarter: 1 (Jan - Mar)

1 matter was saved.

The total number of matters saved will be shown in red. You may enter additional matters or continue to the verification process.

[View Instructions](#) [View or Edit Matters](#) [Verify Matters](#)

Case Number	Case Type	Case Name	Matter Submitted mm/dd/yy	Matter Decided mm/dd/yy	Type of Matter	Reason(s) for Delay
	▼					
	▼					
	▼					
	▼					

Step 15: To review matters for accuracy, click **View or Edit Matters**.

**Michigan Court Application Portal** Delay in Matters Submitted System [Logout](#)

Welcome, Lili Marchlewicz

Applications ▾ Enter Data ▾ View Data ▾ Exception Reports Verification Utilities ▾

**View Or Edit Data: Matters Submitted**

Preparer's Name: Lili Marchlewicz Telephone: (517) 373-0130 Year: 2006 Judge: Judge name here

Quarter: 2 (Apr - Jun)

[Enter New Matters](#) [Verify Matters](#)

Search Criteria

Case Number:  Case Type Code:  Case Name:

Type of Matter:  Limit Result to:  Reason(s) for Delay:

Date Submitted: From  To  Date Decided: From  To

1 Matter was found.

Case Number	Case Type	Case Name	Date Matter Submitted mm/dd/yy	Date Matter Decided mm/dd/yy	Type of Matter	Reason(s) for Delay
12435345	CE ▼	snoopy	04/12/06		motion	research

Step 16: Run and print a **Detail Report** for the judge to review for accuracy. Click **View Data** from the toolbar menu and select **Detail Report**.

Step 17: Once approved, click **Verification** from the toolbar menu to access the verification screen.

Once a report is verified, the system will be locked and will not allow any other user to enter additional matters or make any changes to existing data.

# Instructions for Delay in Matters Submitted System

## How to verify the report

- Step 1: If you are not already at the verification screen, select **Verification** from the toolbar menu.
- Step 2: Select **Quarter** from the drop-down list.
- Step 3: Enter the **Year**.
- Step 4: Select the **Judge**.
- Step 5: Click **Select to Verify**.
- Step 6: Click **View Report** to review the contents of the report. Print a copy for the judge.
- Step 7: Click on the chief judge's name, even if there is only one name.
- Step 8: Click **Submit Verification** to complete.

Once a report is verified, the system will be locked and will not allow any other user to enter additional matters or make any changes to existing data.

**Welcome , Lili Escobedo**

Applications ▾ Enter Data ▾ View Data ▾ Exception Reports Verification Utilities ▾

**Select Chief Judge(s) and Verify**

Preparer's Name: Lili Escobedo Telephone: (517) 373-9353

Quarter: 3 (Jul - Sep) ▾ Year: 2006 Judge: Judge name here ▾

Select to Verify

Quarter: 3 (Jul - Sep) Year: 2006 Judge: Judge name here

View Report

*Instructions:* Select the name or names (hold down the **ctrl** key) of the chief judge(s) that received a copy of this report. You should provide a copy of this report to the chief judge of your court and the chief judge of any other court to which you have been assigned for which cases appear on this report.

Chief Judge(s)

Chief Judge name here

I certify that the judge(s) selected received a copy of this report.

Submit Verification

# Instructions for Delay in Matters Submitted System

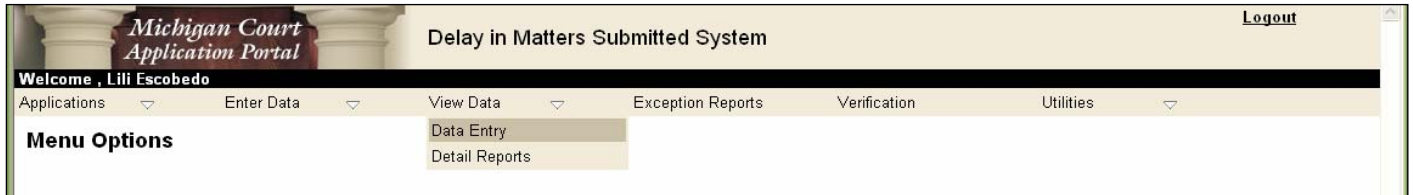
## Detailed Instructions: Searching, Reviewing, and Editing Matters Previously Reported

### *How to search for, review, and update matters*

DMS provides users with the capability to search for specific matters, review those matters, and update those matters. These features enable users to use DMS to track matters submitted to the judge, regardless of their age.

Step 1: Click **View Data** on the toolbar menu.

Step 2: Select **Data Entry** from the submenu.

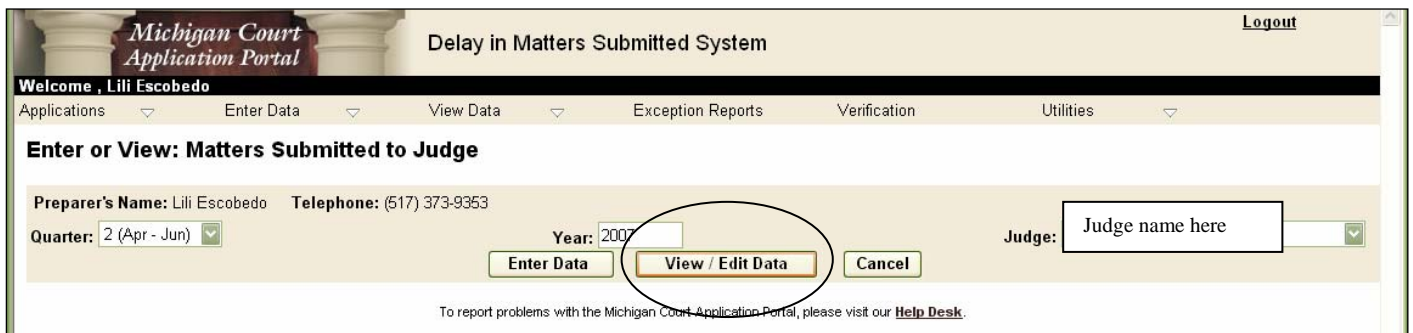


Step 3: Select **Quarter** from the drop-down list.

Step 4: Enter the **Year**.

Step 5: Select the **Judge**.

Step 6: Click on **View/Edit Data**.



## Instructions for Delay in Matters Submitted System

Step 7: If you want to limit the search to specific criteria, fill in the appropriate fields.

Step 8: Click **Submit**.

If no filter fields are selected or filled in, all records for the quarter and year will be listed.

Michigan Court Application Portal

Delay in Matters System

Logout

Welcome, Lili Escobedo

Applications Enter Data View Data Exception Reports Verification Utilities

**View Or Edit Data: Matters Submitted to Judge**

Preparer's Name: Lili Escobedo Telephone: (517) 373-9353

Quarter: 2 (Apr - Jun) Year: 2007 Judge: Judge name here

[Enter New Matters](#) | [Verify Matters](#)

Search Criteria

Case Number: Case Type Code: Case Name:

Type of Matter: Limit Result to: Reason(s) for Delay:

Date Submitted: From To Date Decided: From To

Submit

Save

The matters that meet the search criteria are displayed on the bottom of the screen.

Step 9: To make a correction, click in the appropriate cell or enter a decision date.

Step 10: Click **Save** before going to the verification screen or logging out.

Michigan Court Application Portal

Delay in Matters Submitted System

Logout

Welcome, Lili Escobedo

Applications Enter Data View Data Exception Reports Verification Utilities

**View Or Edit Data: Matters Submitted to Judge**

Preparer's Name: Lili Escobedo Telephone: (517) 373-9353

Quarter: 2 (Apr - Jun) Year: 2007 Judge: Judge name(s) here

[Enter New Matters](#) | [Verify Matters](#)

Search Criteria

Case Number: Case Type Code: Case Name:

Type of Matter: Limit Result to: Reason(s) for Delay:

Date Submitted: From To Date Decided: From To

Submit

1 Matter was found.

Case Number	Case Type	Case Name	Date Matter Submitted mm/dd/yy	Date Matter Decided mm/dd/yy	Type of Matter	Reason(s) for Delay	
12-123456789	FY	People v Jones	01/22/07		test	witness not found	Remove

Save